

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140009-3
 REPORTS INVENTORY

DDI/OTR/SUS-2

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)
 Speaker Evaluation Cards

2. TYPE OF REPORT
☐ STATISTICAL
☒ NARRATIVE
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA
☐ PERSONNEL ☒ TRAINING
☐ LOGISTICS ☐ SECURITY
☐ MEDICAL ☐ FINANCE
☐ ADMIN. GENERAL
☐ OTHER (specify)

4. NO. OF COPIES PREPARED
 2 (MT)
 3 (AT)
 5. FREQUENCY (weekly, monthly, quarterly, etc.)
 Irregular
 6. DISTRIBUTION (No. of components not number of copies)
 1 (DTR)

7. FORMAT (memorandum, form, computer print-out, etc)
 5x8 card
 8. ADP PROCESSING
☐ YES ☒ NO IF YES GIVE ADP PROCESSING NO.
 9. DIRECTIVE AUTHORITY REQUIRING REPORT
 Memo from ADTR, 6 May 1969

10. PREPARING COMPONENT (include lowest level contributing information to report)
 SUS-AT
 DC/SUS-MT
 11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
 None

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED *	=	COST PER YEAR
15	\$12.80		0.1		\$1.07		100		\$107.00
14(2)	11.00		0.5		5.50		100		550.00
14(2)	11.00		0.25		2.75		10		27.50
13	9.10		0.25		2.26		10		22.60
12	8.00		0.25		2.00		4		8.00
7	4.50		0.1		0.40		100		40.00
6	4.00		0.1		0.33		10		3.30

*Number of cards prepared.

B. COSTS OF COMPUTER PRODUCED REPORTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED *	=	COST PER YEAR
TOTAL COSTS PER YEAR									
									\$758.40

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Supports DTR's program to avoid duplication of speakers and to improve quality of speakers in courses.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)	MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE		0	STAT
<input type="checkbox"/> DISCONTINUE			0

16. DATE OF INVENTORY
 25 Sept 1969
 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION
 DC/SUS-MT/TR
 18. EXTENSION
 WTG